



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

August 5, 2008

To: Supervisor Yvonne B. Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

QUARTERLY OVERTIME REPORTING - REASONS FOR OVERTIME

Attached are the quarterly reports for the period of July 1, 2008 through September 30, 2008, regarding departments' requests and reasons for their overtime. The reports classify overtime hours or shifts for each department into the following specific categories:

- Implementation of new programs;
- Workload and/or caseload increases;
- Vacancies;
- Recruitment issues or hiring delays; and/or
- Hiring freeze.

The first report (Attachment I) identifies the number of overtime hours for FLSA-covered positions, and the second report (Attachment II) identifies the number of overtime shifts relating to exempt positions (each shift is equal to eight hours of compensatory time-off).

Responses were received from 37 departments. A total of 2,134,394 hours and a total of 8,321 shifts were requested.

"To Enrich Lives Through Effective And Caring Service"

**Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only**

The categories will be discussed below:

Workload/Caseload Increases

The primary reason most departments gave for requiring overtime for both shifts and hours was for workload and/or caseload increases. Approximately 69 percent of the total hours requested and 80 percent of the total shifts requested were required for this reason. (Exceptions include Sheriff and the Office of Public Safety, which requested more hours primarily due to vacancies.)

Vacancies

Approximately 26 percent of overtime hours and approximately four percent of shifts were requested by departments for this reason.

Implementation of New Programs

Approximately five percent of hours, as well as almost 15 percent of shifts were requested primarily for this reason.

Recruitment, Hiring Delays and Hiring Freeze

Less than one percent of overtime hours and approximately one percent of overtime shifts were requested for recruitment and hiring delays. Less than one percent of overtime hours and no shifts were requested because of hiring freeze limitations. The request for hiring freeze hours came solely from the Department of Children and Family Services, and is due to an internal hiring freeze that is expected to be cancelled next quarter.

The departments' request for overtime represent the maximum possible overtime hours that may be required, and it is possible that all hours requested may not be used during the quarter. CEO staff will continue to monitor all future requests for overtime on a quarterly basis, and the specific circumstances behind the requests.

If you have any questions, please call me or your staff may contact Ed Corser at (213) 974-2291.

WTF:DL:SK
EC:CL:yf

Attachments

c: All Department Heads (via electronic mail)

**COUNTY OF LOS ANGELES
QUARTERLY REQUEST FOR OVERTIME RECAP
OVERTIME HOURS REQUESTED BY DEPARTMENT**

July 2008 - September 2008

Department	Total Overtime Hours Requested for Positions Coded c or n	Percent to Total
Affirmative Action Compliance	0	0.00%
Agricultural Commissioner/Weights & Measures	9,748	0.46%
Alternate Public Defender	688	0.03%
Animal Care & Control	760	0.04%
Assessor	7,106	0.33%
Auditor Controller	3,454	0.16%
Beaches and Harbors	702	0.03%
Board of Supervisors	765	0.04%
Chief Executive Office	1,973	0.09%
Chief Information Office	16	0.00%
Children & Family Services	54,994	2.58%
Child Support Services	6,889	0.32%
Community & Senior Services	3,936	0.18%
Consumer Affairs	150	0.01%
Coroner	3,105	0.15%
County Counsel	224	0.01%
District Attorney	2,932	0.14%
Fire	749,230	35.10%
Human Resources	1,232	0.06%
Internal Services Department	28,838	1.35%
Mental Health	40,562	1.90%
Military & Veterans Affairs	134	0.01%
Museum of Art	848	0.04%
Museum of Natural History	206	0.01%
Office of Public Safety	65,159	3.05%
Ombudsman	0	0.00%
Parks & Recreation	10,992	0.51%
Probation	136,693	6.40%
Public Defender	690	0.03%
Public Health	29,069	1.36%
Public Social Services	52,912	2.48%
Public Works	58,339	2.73%
Public Library	11,071	0.52%
Registrar-Recorder	45,085	2.11%
Regional Planning	1,476	0.07%
Sheriff	801,997	37.57%
Treasurer & Tax Collector	2,419	0.11%
TOTAL HOURS *	2,134,394	100.00%

Reason for Overtime					
# of Overtime Hours Requested due to Implementation of New Programs	# of Overtime Hours Requested due to Workload and/or Caseload Increases	# of Overtime Hours Requested due to Vacancies	# of Overtime Hours Requested due to Recruitment Issues or Hiring Delays	# of Overtime Hours Requested due to Hiring Freeze	Total Hours Reported in the New Format
No Overtime Hours Requested					
319	6,769	1,318	1,342	0	9,748
0	688	0	0	0	688
0	760	0	0	0	760
1,955	1,805	0	3,346	0	7,106
0	3,454	0	0	0	3,454
128	358	216	0	0	702
20	745	0	0	0	765
0	1,973	0	0	0	1,973
0	16	0	0	0	16
6,886	40,020	6,862	618	608	54,994
2,620	2,192	2,077	0	0	6,889
0	3,876	60	0	0	3,936
0	150	0	0	0	150
0	2,248	424	433	0	3,105
0	224	0	0	0	224
0	2,932	0	0	0	2,932
0	749,230	0	0	0	749,230
180	1,004	0	48	0	1,232
0	24,887	3,951	0	0	28,838
11,672	23,287	3,860	1,743	0	40,562
0	134	0	0	0	134
0	848	0	0	0	848
206	0	0	0	0	206
20	11,593	53,546	0	0	65,159
No Overtime Hours Requested					
2,268	6,599	1,439	686	0	10,992
0	135,056	1,637	0	0	136,693
64	626	0	0	0	690
1,048	20,805	4,347	2,869	0	29,069
0	52,912	0	0	0	52,912
3,855	51,197	2,191	1,096	0	58,339
389	9,551	1,011	120	0	11,071
4,171	40,457	457	0	0	45,085
323	1,046	107	0	0	1,476
60,528	275,488	465,529	452	0	801,997
273	1,636	510	0	0	2,419
96,925	1,474,566	549,542	12,753	608	2,134,394

Department Percent to Total Hours *

4.54%

69.09%

25.75%

0.60%

0.03%

100.00%

* Totals may not add up to exactly 100% due to rounding.

**COUNTY OF LOS ANGELES
QUARTERLY REQUEST FOR OVERTIME RECAP
OVERTIME SHIFTS REQUESTED BY DEPARTMENT**

July 2008 - September 2008

Department	Total Overtime Shifts Requested for Positions Coded x	Percent to Total	Reason for Overtime					Total Shifts Reported in the New Format
			# of Overtime Shifts Requested due to Implementation of New Programs	# of Overtime Shifts Requested due to Workload and/or Caseload Increases	# of Overtime Shifts Requested due to Vacancies	# of Overtime Shifts Requested due to Recruitment Issues or Hiring Delays	# of Overtime Shifts Requested due to Hiring Freeze	
Affirmative Action Compliance	0	0.00%	No Overtime Shifts Requested					
Agricultural Commissioner/Weights & Measures	33	0.40%	0	32	1	0	0	33
Alternate Public Defender	9	0.11%	0	9	0	0	0	9
Animal Care & Control	38	0.46%	0	38	0	0	0	38
Assessor	50	0.60%	0	50	0	0	0	50
Auditor Controller	455	5.47%	0	455	0	0	0	455
Beaches and Harbors	10	0.12%	0	10	0	0	0	10
Board of Supervisors	84	1.01%	5	79	0	0	0	84
Chief Executive Office	746	8.97%	0	746	0	0	0	746
Chief Information Office	16	0.19%	0	16	0	0	0	16
Children & Family Services	1,031	12.39%	539	481	9	2	0	1,031
Child Support Services	249	2.99%	127	122	0	0	0	249
Community & Senior Services	162	1.95%	0	162	0	0	0	162
Consumer Affairs	0	0.00%	No Overtime Shifts Requested					
Coroner	0	0.00%	No Overtime Shifts Requested					
County Counsel	36	0.43%	0	36	0	0	0	36
District Attorney	744	8.94%	0	744	0	0	0	744
Fire	342	4.11%	0	342	0	0	0	342
Human Resources	506	6.08%	70	428	0	8	0	506
Internal Services Department	143	1.72%	0	102	41	0	0	143
Mental Health	729	8.76%	164	520	45	0	0	729
Military & Veterans Affairs	0	0.00%	No Overtime Shifts Requested					
Museum of Art	0	0.00%	No Overtime Shifts Requested					
Museum of Natural History	0	0.00%	No Overtime Shifts Requested					
Office of Public Safety	56	0.67%	0	46	5	5	0	56
Ombudsman	0	0.00%	No Overtime Shifts Requested					
Parks & Recreation	584	7.02%	182	367	25	10	0	584
Probation Department	77	0.93%	0	77	0	0	0	77
Public Defender	31	0.37%	0	31	0	0	0	31
Public Health	791	9.51%	34	566	132	59	0	791
Public Social Services	295	3.55%	0	295	0	0	0	295
Public Works	118	1.42%	25	88	5	0	0	118
Public Library	67	0.81%	18	49	0	0	0	67
Regional Planning	8	0.10%	2	6	0	0	0	8
Registrar-Recorder	478	5.74%	63	407	8	0	0	478
Sheriff	367	4.41%	0	333	34	0	0	367
Treasurer & Tax Collector	66	0.79%	18	48	0	0	0	66
TOTAL SHIFTS *	8,321	100.00%	1,247	6,685	305	84	0	8,321

Department Percent to Total Shifts *

14.99%

80.34%

3.67%

1.01%

0.00%

100.00%

* Totals may not add up to exactly 100% due to rounding.